

## ***Records Management Web Site Update #12***

The following items describe the changes made to the Records Management Web Site during the months of May, June and July 2002. The items are listed by page as they appear on the Records Management home page.

### **DOE Records Management Home Page**

- Updated the Current Additions and Changes page

### **Pg 1 – Strategic and Tactical Plans**

- No Changes

### **Pg 2 – Policy, Guidance, and Publications**

- Added Numbered Memos
  - RM02-17 Request for Comment on Proposed NARA Guidance on New Transfer Standards for Electronic Records (with Attachment)
  - RM02-18 Newly Approved Records Schedules (with 3 Attachments)
  - RM02-19 NARA's New Records Management Regulations
  - RM02-20 Transmittal of NARA Memo on Irradiated Records (with Attachment)
  - RM02-21 Transmittal of NARA Memo on BRIDG Meetings (with Attachment)
  - RM02-22 Request for Enron-Related Information documents (with 5 Attachments)
  - RM02-23 Transmittal of NARA Letter: Request for comment on Proposed Rule of Transfer of electronic records (with Attachment)
  - RM02-24 Transmittal of GAO Report on Information Management (with Attachment)
  - RM02-25 New Record Schedules (with links to new schedules)

### **Pg 3 – Records Disposition Schedules**

- Admin 1 (Changes 06-24-02)
  - Corrected typo from Cast to Case in Item 21.c
  - Corrected Spacing on Item 21.1.a
  - Corrected Reference from NCI-430-76-9(5) to N1-430-76-9[5] on Item 21.2.a
  - Corrected spacing in retention, and added reference N1-430-76-9[5] on Item 21.2.b
  - Added reference N21-430-76-9[5] to retention on item 21.2.c
  - Corrected spacing in retention and added reference N1-430-76-9[5] on Item 21.2.d
  - Added wording (See also 21.4 and 21.5) on Item 21.3
  - Corrected the lettering of (a) on Item 21.3.a

- Corrected the numbering on Items 21.3.a.1 and 21.3.a.2
- Added the wording (NOTE: Performance records pertaining to Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting a SF-115 to NARA.), at the end of Item 23.b.4
- Corrected the reference from (N1-434-98-1) to (N1-434-98-4) on Item 28.1.
- Corrected the reference from (GRS 1, Item 29) to (N1-434-98-4) on Item 29
- Added the reference GRS 1, Item 29 to Item 29.a
- Added open parenthesis on Item 29.a.2
- Corrected typo of non-Government to non-government on Item 29.b
- Corrected typo of (N1-434-88-1) to (N1-434-88-1) on Item 29.1
- Deleted reference (N1-434-98-4) on Item 29.1.a
- Corrected numbering on Item 29.1.a.1, 29.1.a.2, 29.1.a.3 and 29.1.a.4
- Added reference (N1-434-98-4) to retention on Item 29.1.a.4
- Added reference (N1-434-88-1) to retention on Item 29.1.b
- Corrected reference from (N1-434-88-1) to (N1-434-88-1) on Item 29.2
- Adjusted spacing on Item 35.b(2)
- Corrected reference from (GRS 1, Item 36) to (N1-434-98-4) on Item 36
- Added reference (GRS1, Item 36a) on Item 36.a
- Added reference (GRS1, Item 36b) on Item 36.b
- Added reference (GRS1, Item 36c) on Item 36.c
- Added reference (GRS1, Item 36d(1)) on Item 36.d(1)
- Added reference (GRS1, Item 36 (2)) on Item 36.d(2)
- Removed reference (N1-434-98-4) from Item 36.e.1(a) and put it in retention for Item 36.e.1(a)
- Added ((a) Employees, (b) Applicants not accepted for employment) on Item 36.e.1
- Added retention (Destroy when three years old) to Item 36.e.1.b and added reference (GRS1, Item 36e (1 (a))) to Item 36.e.1.b
- Removed reference (GRS1, Item 36) from Item 36.e.2 and put reference (GRS 1, Item 36e(2)) in the retention on Item 36.e.2
- Removed reference (N1-434-98-4) from Item 42
- Added reference (N1-434-98-4) on Item 42.a
- Corrected retention from (Cut off at case closure. Destroy 4 years after resolution of cutoff) to (Cut off at case closure. Destroy 4 years after resolution of case.
- Corrected the wording (Record set of personnel) to read (Personnel) on Item 55
- Added Item 57 which reads:

#### 57. Alternate Worksite Records

- a. Approved requests of applications to participate in an alternate worksite program; agreements between the agency

and the employee; and records related to the safety of the worksite, the installation and use of equipment, hardware and software, and the use of secure, classified information or data, subject to the Privacy Act

Destroy 1 year after end of employee's participation in the program. (GRS1, Item 42)

b. Unapproved requests

Destroy 1 year after request is rejected. (GRS1, Item 42)

c. Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program.

Destroy when 1 year old, or when no longer needed, whichever is later. (GRS1, Item 42)

- Admin 3 (Changes 07-15-02)
  - Added back in Item 3.a.1.b
  - Corrected lettering for Item 5.b.2.a.
- Admin 3 (Changes 07/31/02)
  - Removed note in Item 14. The note was superceded by Item 14.1
- Admin 3 (Changes 07-31-02)
  - Incorporated N1-434-95-1 into Schedule 3. It is new Item 14.1, Grant files. (**See below:**)

#### **14.1 Grant Files. (N1-434-95-1)**

(NOTE: The scope of this request for Records Disposition Authority has been expanded to apply to all Department of Energy HQ and Field units, per conversation M.A. Wallace/DOE and R. MacKay/NARA NIR (7/22/95). No further "Request for Disposition Authority" will be required for all future grants requiring disposition after final closeout, as this request will be sufficient to satisfy the requirements for disposition for all grant files.)

Records relating to Federal Financial Assistance awarded to grantees for Institutional Conservation Program, Weatherization Assistance Program, State Energy Conservation Program, Energy Extension Service, and Misc. Discretionary Programs. Files include Notification of Financial Assistance Awards, Financial Status Reports, Request for Reimbursements, Project Status Reports and other Government agency reports, as well as general correspondence and other communication pertinent to the grant.

Transfer to Federal Records Center at least one (1) year from date of final closeout of grant. Destroy records six (6) years, three (3) months after final closeout of grant.

- Admin 16 (Changes 05-15-02)
  - New approved section 1.1.1, Internal Publications
  - Section 8.d, Added Reference
  - Section 8.d.1.a, Added missing information Section 15, Added Reference

### **Programmatic Schedules**

- Naval Petroleum Reserve Number 1 (Elk Hills, CA) (Added 05/15/02)
- Southeastern Power Administration (Added 08/01/02)
- Spent Nuclear Fuels Records (Added 08/01/02)
- Removed the link for Grants and Financial Assistance Schedule (N1-434-95-1) and replaced it to go Admin Schedule 3

### **Pg 4 – MEETINGS and EVENTS**

- Removed old items from upcoming events page and posted them to the archived events page.
- Added information for two items on the upcoming events page.
  - 2002 NIRMA Symposium
  - 2002 ARMA Conference

### **Pg 5 – DOE Records Management Points of Contact and Organizational Charters**

- Updated the Records Management Field Records Officers List
- Updated the Records Liaison Officer List

### **Pg 6 – Records Management Links And Finding Aids**

- No Changes

### **Pg 7 – HQ Records Storage Support**

- No Changes

### **Pg 8 – Training**

- No Changes

### **Pg 9 – E-Mail Pilot**

- No Changes